

California State Library Library Services and Technology Act

Quarterly Narrative Report

1. **Calendar.** Reports are required *every three months* during the project term, unless otherwise stipulated in the award letter. Reports are due at the State Library Budget Office 30 days after the close of the quarterly period as follows:

1 October to 31 December	Due January 31
1 January to 31 March	Due April 30
1 April to 30 June	Due July 31
* 1 July to 30 September	Due October 30

* (Note: Use Final Narrative Report Form (LSTA 9) to cover narrative activities for this quarter and to summarize the achievements of the entire grant year.)

The grant award is effective on the date of signature by the State Librarian. Any expenditures or activities which are incurred between the date of signature and prior to October 1 should be included in the first quarterly report.

We must have your cooperation in submitting reports on time. The federal government requires reporting by the California State Library before future LSTA funds are made available, therefore our reports depend on yours being timely.

2. **This report is a public document.** It should honestly report your successes and failures, so that others may benefit from your experience. Be concise and specific, but provide sufficient detail to inform the reader who may not otherwise know your project goals. For example:

- Summarize goals, objectives and activities undertaken.
- Note where you are on project timetable, ahead or behind schedule, and why.
- Comment on any constraints that may have hampered implementation of a project objective and how they were dealt with.
- Describe any impact the project has had on the target client group.
- If a project advisory committee is called for, describe how they have been involved and their advice sought.
- Note what means have been used to assure that the staff of the project, the host library or institution, and the library system are aware of and understand the project's goals.
- Note what has been done to seek local financial support for the project after the LSTA funded period is over.
- Attach quarterly statistics, examples of publications and significant publicity about the project, as appropriate.

3. **Send quarterly reports in three copies** (one with original signature) to the State Library Budget Office at the address on page one of this reporting packet. If other than Postal Service is used, the street address is
900 N Street, Suite 300, Sacramento, CA 95814-9998.